




CONTACT ADMINISTRATION

The contact administration gives administrators the ability to add, edit or remove contacts that are used throughout the agreements inventory section of the ACMS application.




Step 1











Agreement Contact List 

Use the search bar below to search for a specific Agreement Contact.

Last Name: Contact Type: All  Status: All 

390 items found. Displaying page 1 of 26.

First   5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 


Name 	Phone Number	Type 	Status 	Actions
Kevin Anderson	770-555-1234	ADODR	Active	
		ADODR	Active	
		ADODR	Active	
		ADODR	Active	
		ADODR	Active	
		ADODR	Active	
		ADODR	Active	

Use the search bar to search for a specific contact. Type in your criteria and **<click>** search.

Browse your search results and **<click>** the edit icon to edit that contact.





To create a new contact, **<click>** the new contact button.

Step 2

Agreement Contact 

* Indicates a required field

Enter agreement contact data.

Contact Type * :	ADODR 
First Name * :	<input type="text"/>
Middle Name :	<input type="text"/>
Last Name * :	<input type="text"/>
Phone Number * :	<input type="text"/>
Status * :	Active 
Comments:	<div><input type="text"/>  </div>

Select the **Contact Type**

Enter in the contact **First Name**

Enter in the contacts **Middle Name**

Enter in the contacts **Last Name**

Enter in the contacts **Phone Number**

Select the contacts status, **active** to enable the user or **inactive** to disable the user.

Type in any additional **comments**

<click **save**> to save your contact information and return to the previous screen or <click **cancel**> to discard your information and return to the previous screen.